# Going Green: Using Springnote to Decrease E-mail and Paper Memo Waste

## Overview
Using a wiki to handle memos and staff to staff e-mails can not only decrease paper waste, but it can also streamline company information sharing. Without having to deal with multiple e-mails regarding the same issue, or making sure that all the correct people are e-mailed, companies can be more productive. Also, by using a Springnote page, you can denote who can edit the wiki, which eliminates the chance of spam or “junk” information being passed through this source.

## Procedure
1. Begin by explaining some of the current problems with an e-mail system. These are “spam” e-mails, failure to CC people on messages, e-mail boxes that get too full, causing the user to overlook important notices and the hassles of possibly having to check multiple accounts.
2. Next, explain how paper memos cost money, waste trees and can easily get lost in the clutter of a desk.
3. This leads to the introduction of Springnote. Springnote, an online wiki, can provide users with an easy to place to post anything memo or other important company information. This eliminates the problems of the other two methods – paper and e-mail notifications.
4. Now explain the features of the program. Make sure the mention the following points.
   a. The Springnote allows for group notebooks. This means that everyone involved in a certain project can edit one wiki to post new information and everyone on the team can access their post.
   b. Similarly, each person can have an individual Springnote notebook dedicated to organizing their schedule, keeping information about business related endeavors and also where they can be messaged with information that is not for
public display in the group notebook.

c. Springnote provides a feature called Dashboard, which allows the user to simply go
to their dashboard page and see what has
been updated on all the wikis they are apart of.
They can also watch others wikis, to keep track
of what other employees are working on. These
features keep the user from having to check
multiple pages, as they only have to go to the
ones that have been updated.

d. The Springnote page can be accessed from
any internet location and works with most
browsers, though it is currently not fully
supported by all of them. This means that it is
easy to stay up-to-date on company activity
from any location.

5. Next, state how your company plans on integrating
the system by creating projects where collaboration
will be done on Springnote. Then, explain how the
plan is to gradually eliminate the need for any
company e-mails or memos, with the Springnote page
covering all inter-office relations.

<table>
<thead>
<tr>
<th>Objective</th>
</tr>
</thead>
</table>
| Given a basic knowledge of how using Springnote can
decrease paper and time waste, the staff will be able to
decrease their paper memos and e-mails within the
company by fifty percent within one month. |